

# Wellness Bulletin

June 2011

## Upcoming Events

- June 15<sup>th</sup>** **Surviving & Thriving During Turbulent Times Seminar (2 hrs)**  
10 am – 12 pm & 1 pm – 3 pm  
2015 Aerojet Rd, Ste D, Rancho Cordova
- June 15<sup>th</sup>** **Top Loser Education Seminar**  
12 pm – 1 pm  
1515 S Street, Kern/Colorado Rm, Sac
- June 23<sup>rd</sup>** **Surviving & Thriving During Turbulent Times Seminar (2 hrs)**  
10 am – 12 pm & 1 pm – 3 pm  
501 J Street, Big River Conf Rm, Sac
- June 24<sup>th</sup>** **Coping with the Stress of Change Seminar**  
10 am – 12 pm  
1515 S Street, Kern/Colorado Rm, Sac
- June 24<sup>th</sup>** **Managing Challenging Workplace Behaviors Seminar (For Managers)**  
1 pm – 3 pm  
1515 S Street, Kern/Colorado Rm, Sac
- June 24<sup>th</sup>** **Surviving & Thriving During Turbulent Times Seminar (2 hrs)**  
10 am – 12 pm & 1 pm – 3 pm  
1900 Alabama Ave, Bldg 1900  
Rancho Cordova
- June 28<sup>th</sup>** **Discount State Fair Tickets**  
10 am – 2 pm  
1515 S Street, Kern/Colorado Rm, Sac
- June 29<sup>th</sup>** **Surviving & Thriving During Turbulent Times Seminar (2 hrs)**  
10 am – 12 pm  
3701 North Freeway, Smith River Rm  
Sacramento

All workshops are seated  
on a first come, first seated basis.

\*For more information visit the Intranet (under  
*Coming Events*):  
<http://intranet/Pages/Default.aspx>

## "Did you know?"



### CDCR offers Resources to Help with Layoffs

We understand that these are stressful times and your concerns and frustrations are shared. To provide one location for staff to obtain information related to this layoff plan, the CDCR Intranet has been updated to include a "CDCR Layoff Resources" link.

This site includes support services and training sessions offered by the Office of Employee Wellness and detailed information and FAQ's related to the *Spring 2011 HQ Layoff Plan*. This site will be updated routinely.

Visit the **CDCR Layoff Resources** page to access information and resources for employees and managers/supervisors.

<http://intranet/ei/ER/Pages/Layoff11.aspx>

## EAP Highlight



### Time to tune up Your Finances!

We'll be half-way through the year when June ends. It's a good time to take stock of your personal finances and do the fine-tuning that will steer you toward making 2011 a year in which you managed your money well.

Of course, you should pay close attention to your finances all the time, but the six-month mark is a convenient place to consider where things stand financially for the year so far. You may feel you need help making decisions in developing good financial habits. Talking about family finances with an expert will give you a clearer idea of where you stand money-wise and where you need to go.

Do you need help figuring out your finances?

Call EAP at **1-866-327-4762**  
Available 24 hours a day, 7 days a week  
Or visit: [www.eap4soc.mhn.com](http://www.eap4soc.mhn.com)  
and register with access code: soc

## Coping with the Stress of Change

If you are affected by change in the workplace, you might feel anxious, unmotivated, angry or depressed. You might experience trouble sleeping, frequent headaches or loss of appetite. The good news is that you can control how you think and react to change, helping yourself feel calmer, healthier and more committed to work.



### FIVE TIPS FOR HANDLING CHANGE

- **Prepare:** Think about how you will manage your work, financial and home life so you won't be caught off guard when faced with a change. For example, take all the training you can to keep your skills current. The more things you can do, the easier it is to fit into a new work environment.
- **Stay positive:** It's important to acknowledge positive and negative feelings during a time of change, but try to stay focused on the positive. Negative feelings like bitterness and blame can sap your time and energy. Remember, change can also mean opportunity.
- **Accept change:** If you accept change as a constant in your work life, it's less likely to overwhelm you.
- **Take care of your health:** Even a short daily walk can reduce stress and anxiety, help you sleep better and increase your appetite. A gentle stretch can work wonders for muscle aches that creep up during times of stress. A good night's sleep, yoga or meditation may help you feel healthier.
- **Keep your work and life balanced:** Resist the temptation to bring work home when change results in an increased workload. Keep in mind that it's even more important to recharge during periods of increased stress.

## Your Career Can Thrive in Turbulent Times



Here are 5 quick tips for staying on track:

1. **Keep positive.** Staying upbeat during a downturn isn't easy. That's why maintaining a "can do" attitude gives you an advantage. People naturally prefer to work with or for someone with a positive outlook. And it's not just good for your career; according to studies, optimism is also good for your health.
2. **Be persistent.** In a weak job market, it's tempting to think things are so bad that the effort you put in doesn't really matter. Resist those thoughts, and instead put your positive thinking into action.
3. **Make yourself more valuable.** You were hired because of your ability to do things and get the job done. When circumstances make "do more with less" the workplace mantra, it's a great time to show other abilities you bring to the table. Demonstrate skills you already have but have never used in your job before – fluency in a foreign language, a computer skill, expertise in a specialized area, etc. – or communicate your willingness to learn something new. One way or another, if you're versatile, you're more valuable.
4. **Open up your options.** It's good to have a Plan B. Even when things are unsettled, usually there are opportunities in other organizations. You should keep track on what those opportunities are and which ones might be suitable for you.
5. **Be prepared.** Many things in life are beyond our control—focus your time and energy on taking a proactive approach to the factors you *are* able to control in your life.

Finally, even if you've moved up the career ladder on your own, that doesn't mean you don't need help if you're suddenly sliding down. Even successful and talented people can feel overwhelmed by new challenges. If your finances are out of control, you're having problems coping with stress, your relationships with your family are strained or any other work or life issues are more than you can handle, get help right away. Your EAP can provide it. Call EAP today @ **1-866-327-4762**